

**E-Governance  
Mission Mode Project**

**Crime and Criminal Tracking Network and Systems**

Standard Operating Procedure  
for  
Data Digitization & Data Migration

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## 1. Introduction

The document explains the general principles and procedures for Data Digitization and Data Migration.

## 2. Application

The purpose of this SOP is to define standard operating procedures to be followed by the States/ UTs / SIs for Data Digitization and Data Migration in the CCTNS Project.

## 3. Glossary

Term	Definition
CAS	Core Application Software
CCTNS	Crime and Criminal Tracking Network and Systems
CIPA/CCIS	Common Integrated Police Application/Crime Criminals Information System
DMU	Data Migration Utility
MLC	Medico Legal Case
RFP	Request for Proposal
SCRB	State Crime Records Bureau
SDA	Software Development Agency
SI	System Integrator
SOP	Standard Operating Procedures
SPMU	State Program Management Unit
UT	Union Territory

## 4. Definitions

- Data Digitization: The process of digitizing historical data available in physical format
- Data Migration: Migrating the data from the other systems/manual registers to the new system (CAS)

## 5. Procedure and Analysis

The procedure of Data Migration and Data Digitization is provided below.

Data digitization will involve digitization of all the documents related to a case diary. It is mandatory to digitize data of IIF1 to IIF7. Any other documents such as the MLC, lost property form, unidentified dead body form, missing person form, stranger roll, missing cattle form etc may be digitized if required. All the digitized and verified data will then be migrated to the new system (CAS). Apart from digitizing and migrating the physical registers, the SI shall also be responsible for migrating the data of those police stations and higher offices that are currently operational on CIPA and CCIS. SI shall validate the data in these systems prior to migration to CCTNS.

Additionally, the State/UT may also decide to migrate data from other existing systems operational in the State. While the central Software Development Agency (SDA) will provide utilities for migrating the digitized, CIPA and CCIS data, the respective State SI will need to develop utilities for migrating data from other legacy systems.

SPMU shall provide a detailed list of Police Stations / Higher Offices running CIPA / CCIS along with information on the data that is required to be migrated. SPMU shall be

responsible for monitoring the progress of the data digitization and migration and shall share regular updates with the State and Center.

An Acceptance Testing & Certification agency, nominated by State/ UT shall perform the Data Quality Assessment for the Data digitized/ migrated by SI to the system. Such testing will be carried on a sample data as identified by the State/Certification agency. Any errors or gaps identified during the Data Quality Assessment shall be addressed by the SI before moving the data into production environment.

### **Data Digitization**

To carry out the data digitization process, an excel based data digitization utility has already been shared with all the States/UTs. This utility is preloaded with masters (sourced from existing master list available with NCRB) such as the name of the States, districts, police stations etc. Using this or an SI developed utility, the SI shall digitize the historical data covering the last 10 years (from signing of the contract with the SI) beginning with the current year and going backwards. Payment for additional scope (digitization of data beyond 10 years) shall be borne by the State. The historical data to be digitized would include crime (case/incident) data, criminals' data, the data from the 7 IIFs and relevant historical information parameters/data used to generate registers and reports. The unit of data digitization shall be one case file. Each case file shall consist of information pertaining to all 7 IIFs and information parameters relevant to generate specific registers from that case file.

### **Data Digitization Activities and Guidelines**

1. Data digitization will either be carried out at the police station or at a central district level facility, as specified by the State.
2. Where the digitization activity is carried out at the police station level, the Station Head Officer (SHO) shall nominate, from amongst the police personnel, a Liaison Officer (LO) which could either be a Station Writer (SW) and an Assistant Station Writer (ASW) to assist in the digitization process.
3. SHO shall provide the list of police personnel , beat details, village roster, case-file list containing list of all cases with crime numbers under the police station.
4. Where the digitization activity is carried out at a central district level facility, the liaison officer (SW/ASW) shall bring all the required documents to the identified location for digitization.
5. It must be ensured that the digitized and non-digitized files are marked separately to avoid duplication of work.
6. A tracking excel cum signoff sheet should be created by the SI containing details under the following heads:
  - a. Case number
  - b. Mandatory fields data captured
  - c. Number of scanned documents
  - d. Data Verified by liaison officer
  - e. Other important data
7. Atleast four (4) copies of the signoff sheet should be created:
  - a. One for the police station
  - b. One for the DCRB
  - c. One for the SCRB
  - d. One for the SI
8. Separate excel sheets should be used for digitizing data for each year. Appropriate naming convention for these sheets should be followed to prevent any data overwriting.

9. Naming convention should also be developed for scanning images/photographs related to a particular case.
10. SI shall capture and scan the data with the aid of the SW/ASW.
11. Liaison Officer (SW/ASW) shall also validate the data entry performed by the SI for each case.
12. SI shall update the case-file list (tracking excel) with appropriate comments as when a case file is digitized. In case of any missing details, the same shall be recorded against the case number in the case-file list of the Police Station. Upon completion of each case record, the liaison officer shall verify and approve the digitized data.
13. Backup of the digitized data shall be maintained on another identified system at the police station to prevent data loss. The backup should be taken at the end of every day and should be done under the supervision of the liaison officer.
14. SI shall transfer the backup data locally. The backup data shall be checked for data retrieval from a different desktop.
15. The SHO/Liaison officer shall provide a sign-off against each case file that is digitized at the police station.
16. Upon completion of the digitization process, the SI shall along with police personnel from the concerned police station, transfer the backup data in an external Hard Disk Drive or DVD to the DCRB/SCRB for data migration. The SHO of the police station shall keep track of all such DVDs/Hard Drives. A copy of the signoff letter should also be provided to DCRB/SCRB.
17. List of case-wise fields that are to digitised / scanned is detailed in **Annexure B**.

#### **Data Migration Activities and Guidelines**

1. The SI shall carry out migration of data at the SCRB or any other location as identified by the State. Any required technical or handholding support for data migration shall be provided by the SDA.
2. A liaison officer should be identified by the State to assist and oversee the complete migration process.
3. Data migration shall be carried out for the following types of data:
  - a. Data digitized data from physical records
  - b. CCIS data
  - c. CIPA data
  - d. Legacy systems data
4. Migrating the data to CAS shall include identification of data migration requirements, collection and migration of user data, collection and migration of master data, closing or migration of open transactions, collection and migration of documentary information, and migration of data from the legacy systems.
5. To enable data migration process, NCRB will share the following utilities with all States/UTs:
  - a. **DMU for Manual Data:** This utility will enable data migration from the data digitization excel to the CAS State Database.
  - b. **DMU for CCIS:** This utility will enable data migration from CCIS (Crime Criminals Information System) to CAS State and will run for both Microsoft and Java Stacks.
  - c. **DMU for CIPA:** This utility will enable data migration from CIPA (Common Integrated Police Application) to CAS State and will run for both Microsoft and Java Stacks.

6. Prior to beginning the migration process, the SI shall create a comprehensive migration plan and should ensure that the plan is signed-off by the nodal officer prior to start of the migration activity.
7. The plan should address atleast the following items:
  - a. The roles and responsibilities of all the stakeholders (SI, SPMU, State)
  - b. Detail out all activities
  - c. Activity timelines
  - d. Dependencies
  - e. Possible risks and mitigation
8. The plan should also address the internal quality assurance mechanism. This should also be reviewed and signed-off by the State prior to commencement of data migration.
9. SI shall validate the CIPA, CCIS and any Legacy system data before migrating it to the CAS database. This will be done with the help of the State liaison officer(s).
10. SI shall identify the data which has to be migrated from Legacy systems to CCTNS database
11. SI shall identify the required hardware for data migration
12. State should set a data migration deadline for the SI and regularly review the progress both in terms of number of records migrated and the error ratio.
13. SI shall generate appropriate control reports before and after migration to ensure accuracy and completeness of the data.
14. SI shall convey to the State in advance all the mandatory data fields required for functioning of the proposed solution and which are not available in the legacy systems and are required to be obtained by the State.
15. In the event, the State is unable to obtain all the mandatory fields as conveyed by SI, the SI shall suggest the most suitable workaround to the State. SI shall document the suggested workaround and sign-off will be obtained from the State for the suggested workaround.
16. SI shall conduct acceptance testing and verify the completeness and accuracy of the data migrated from the legacy systems to the proposed solution.
17. The SI shall incorporate corrections for any errors discovered during the verification process, as proposed.
18. The records rejected during migration should be separately stored at the end of migration cycle. These records should be corrected and then re-migrated to the CAS database.
19. SI shall get a final sign-off from the State nodal officer/ Empowered Committee for the migrated / digitized data
20. An illustrative data migration sign-off form is attached at **Annexure A**.

**Annexure A: Sample Sign off Template for Data Migration**

#	Acceptance Parameter	Reference Value	Actual Value
1	All Master data should be migrated		
2	Checksum value transactional data which is successfully migrated		
3	Data not meeting business criteria		
4	Data Cleansing		
5	Time period		
6	Reconciliation		
7	Records to be migrated		

**Summary from SI**

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**Client Comments**

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Status

Approved

Rejected

Conditionally Accepted

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**Name, Signature and Date**

## Annexure B- List of case-wise fields that are to be digitised / scanned

### 1. All registered & Disposed Cases (IPC & SLL)

Period	Type of Case	Data Entry	Scanning
<b>&lt;To be specified by the SI in consultation with the Nodal Officer&gt;</b>	Disposed Cases		
		FIR	Accused Photo
		Arrest card(s)	Judgement Copy (only for GCR cases)
		Final Report / Charge Sheet	
		Court Disposal	
	UI Cases	FIR	Accused Photo
		Arrest card(s) (if any)	Accused Confession
		Seizure Mahazar	Finger Prints
		Form 95 (property sent to court)	PM certificate
		Witness details	Wound Certificate
	PT Cases	FIR	Accused Photo
		Arrest card(s)	Finger Prints
		Final Report / Charge Sheet	
		last 3 hearing details	
		Witness details	

### 2. All Property cases

Period	Type of Case	Data Entry	Scanning
<b>&lt;To be specified by the SI in consultation with the Nodal Officer&gt;</b>	Disposed Cases	FIR	Accused Photo
		Arrest card(s)	
		Seizure Mahazar (i.e. only for GCR)	
		Final Report / Charge Sheet	
		Court Disposal	
	UI Cases	FIR with MO & Property	Accused Photo
		Methods & Special Features	Accused Confession
		Arrest card(s) (if any)	Finger Prints
		Seizure Mahazar	PM Certificate (if any)
		Form 95 (property sent to court)	Wound Certificate (if any)
		Witness Details	
	PT Cases	FIR	Accused Photo
		Arrest card(s)	Finger Prints
		Final Report / Charge Sheet	



		last 3 hearing details	
		Witness Details	

### 3. All Murder Cases

Period	Type of Case	Data Entry	Scanning
<b>&lt;To be specified by the SI in consultation with the Nodal Officer&gt;</b>	Disposed Cases	FIR & details of deceased	Accused Photo
		Arrest card(s)	Judgement Copy
		Final Report / Charge Sheet	
		Court Disposal	
	UI Cases	FIR & details of deceased	Accused Photo
		Arrest card(s) (if any)	Accused Confession
		Seizure Mahazar	Finger Prints
		Form 95 (property sent to court)	PM Certificate (if any)
		Witness Details	Wound Certificate (if any)
			FSL or Expert Opinion Report
	PT Cases	FIR & details of deceased	Accused Photo
		Arrest card(s)	Finger Prints
		Final Report / Charge Sheet	
		last 3 hearing details	
		Witness Details	

### 4. All Rape Cases

Period	Type of Case	Data Entry	Scanning
<b>&lt;To be specified by the SI in consultation with the Nodal Officer&gt;</b>	Disposed Cases	FIR & Details of Victim	Accused Photo
		Arrest card(s)	Judgement Copy
		Final Report / Charge Sheet	
		Court Disposal	
	UI Cases	FIR & Details of Victim	Accused Photo
		Arrest card(s) (if any)	Accused Confession
		Seizure Mahazar	Finger Prints
		Form 95 (property sent to court)	Medical Report of Victim
		Witness Details	Medical Report of Accused
			FSL or Expert Opinion Report
	PT Cases	FIR & Details of Victim	Accused Photo

		Arrest card(s)	Finger Prints
		Final Report / Charge Sheet	
		last 3 hearing details	
		Witness Details	

**5. Arms & Explosive Substances Act cases**

Period	Type of Case	Data Entry	Scanning
<b>&lt;To be specified by the SI in consultation with the Nodal Officer&gt;</b>	Disposed Cases	FIR	Accused Photo
		Arrest card(s)	Judgement Copy
		Final Report / Charge Sheet	
		Court Disposal	
	UI Cases	FIR	Accused Photo
		Arrest card(s) (if any)	Accused Confession
		Seizure Mahazar	Finger Prints
		Form 95 (property sent to court)	FSL or Expert Opinion Report
		Witness Details	
	PT Cases	FIR	Accused Photo
		Arrest card(s)	Finger Prints
		Final Report / Charge Sheet	
		last 3 hearing details	
		Witness Details	

**6. All UI / PT cases**

Period	Type of Case	Data Entry	Scanning
<b>&lt;To be specified by the SI in consultation with the Nodal Officer&gt;</b>	Property Cases	refer relevant above tables	refer relevant above tables
	<b>Murder Cases</b>		
	<b>Rape Cases</b>		
	<b>Arms &amp; Explosive Substances Act cases</b>		